



# PSIP REQUESTER GUIDE

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## **Introduction**

The Requester guide will provide basic program background information for the Army Investigative Enterprise Solution (AIES), the Personnel Security Investigation Center of Excellence (PSI-CoE), the Personnel Security Investigation Portal (PSIP) and the roles, responsibilities, and proper procedures for Requesters.

## **Program Background Information**

The Army Investigative Enterprise Solution is a holistic, end-to-end service and quality approach to Personnel Security Investigations (PSI). AIES allows for greater centralization, quality control, and standardization, which continues to show proven results and significant increases in the speed, success, and quality of the investigation process.

The PSI-CoE consists of a centralized organization of Subject Matter Experts available to assist applicants and Requesters through the investigation request process and provide a standardized source of guidance to streamline the submission of background investigations. Through our process we are able to reduce the administrative burden associated with completing background investigations, resulting in a timely, consistent investigation process and more timely investigation adjudication/determination.

## **Requester Role**

Requesters are defined as human resource (HR) specialists or security professionals, responsible for submitting background investigation requests via PSIP. A Requester must properly submit each background investigation request, while also ensuring the responsiveness of the Subject and timely investigation packet submittal. Without this step, the front end processing time for each PSI will increase.

## Roles and Responsibilities Related to PSIP Request

	PSIP	Interim Clearances	Suitability Determinations	Reporting
<b>CPAC Requester</b>	<ul style="list-style-type: none"> <li>• Provide complete and accurate information in PSIP</li> <li>• Assist Subject with fingerprinting locations, as necessary</li> <li>• Advise the Subject to be available for at least one week after request submission to complete SF86/85P/85</li> <li>• List supporting security office as "Alternate Requester"</li> <li>• Submit OF306, application/resume as required</li> <li>• Identify SOI where ROI will be returned</li> </ul>	N/A	<ul style="list-style-type: none"> <li>• Coordinate suitability determination with applicable managers or designee</li> </ul>	<ul style="list-style-type: none"> <li>• Report OF-79A suitability determination, as applicable</li> <li>• Take appropriate action when termination email is received</li> <li>• Notify PSI-CoE if investigation is no longer required</li> </ul>
<b>Security Office Requester</b>	<ul style="list-style-type: none"> <li>• Take fingerprints or provide Subject with fingerprinting locations</li> <li>• Provide complete and accurate information in PSIP</li> <li>• Advise the Subject to be available for at least one week after request submission to complete SF86/85P/85</li> <li>• Submit OF306 and application/resume as required</li> <li>• Identify SOI where ROI will be returned</li> <li>• Review all returned SF86/85P/85 forms for derogatory information IAW AR 38067 and ALARACT 322/2009 FORCE PROTECTION, DTHQDA G231751Z NOV 09</li> </ul>	<ul style="list-style-type: none"> <li>• Coordinate interim determination with interim granting authority or make interim determination, as delegated</li> <li>• Take ownership of Subject in JPAS</li> </ul>	<ul style="list-style-type: none"> <li>• Make suitability determination, as applicable</li> </ul>	<ul style="list-style-type: none"> <li>• Report OF-79A suitability determination, as applicable</li> <li>• Take appropriate action when termination email is received</li> <li>• Notify PSI-CoE if investigation is no longer needed</li> <li>• Post interim determination in JPAS</li> </ul>
<b>Individual Requiring Investigation</b>	<ul style="list-style-type: none"> <li>• Complete fingerprints, as required</li> <li>• Complete the e-QIP online in a timely manner</li> <li>• Return signature pages/releases to the PSI-CoE</li> <li>• Provide OF306 (contractors using SF85)</li> </ul>	N/A	N/A	N/A

	<b>PSIP</b>	<b>Interim Clearances</b>	<b>Suitability Determinations</b>	<b>Reporting</b>
<b>PSI-CoE</b>	<ul style="list-style-type: none"> <li>• Validate need for an investigation</li> <li>• Notify Requester throughout the process</li> <li>• Provide CSC support Subjects/Requesters</li> <li>• Notify Subjects/Requesters of fingerprint requirements</li> <li>• Create JPAS record, if required</li> <li>• In coordination with HQDA G2, disseminate AIES program guidance</li> </ul>	<ul style="list-style-type: none"> <li>• Provide completed forms to the Requester</li> <li>• Provide completed forms to the Linguist Security Office</li> </ul>	<ul style="list-style-type: none"> <li>• Provide completed forms to the Requester</li> <li>• Provide completed forms to the LSO</li> </ul>	<ul style="list-style-type: none"> <li>• Post PSQ sent date in JPAS</li> <li>• Cancel request or investigation as required</li> </ul>
<b>CCF</b>	<ul style="list-style-type: none"> <li>• Coordinate with the PSI-CoE to ensure the CATS-to-PSIP interface is established</li> </ul>	<ul style="list-style-type: none"> <li>• Make interim SCI determination</li> </ul>	N/A	<ul style="list-style-type: none"> <li>• Update JPAS record with interim SCI determination</li> <li>• Determine security clearance eligibility</li> <li>• Update JPAS record with final adjudication</li> </ul>

## Requester Registration

Prior to submission of the investigation request, the Requester must register for a PSIP Requester account. Please inform your MACOM POC of your PSIP account registration.

**\*\*NOTE:** As of 01 DEC 2011, CAC Authentication is required for PSIP login due to heightened information systems security requirements.

### To register for a PSIP account:

1. Access PSIP at <https://www.psip.army.mil> (You will be directed to AKO for CAC Authentication)
2. Select "I Accept" at the AKO disclosure screen
3. At the AKO login screen select "CAC Login" and enter your CAC pin (you'll be directed to the PSIP site)
4. PSIP User Profile provide all the requested information
  - a. Enter AKO email address in the AKO ID field
  - b. Enter social security number in Social Security Number field
  - c. Select service from Service field drop-down options
  - d. Select rank/prefix from Rank/Prefix field drop-down options
  - e. Enter first name in First Name field
  - f. Enter last name in Last Name field
  - g. Enter UIC (Unit Identification Code) in UIC field
  - h. Enter desired phone number in Primary Phone Number field
  - i. Select type from Primary Phone Number Type field drop-down options
  - j. Enter desired title in Title field
  - k. Enter the MACOM (Major Command) you belong to in the MACOM field (Note: The MACOM will be responsible for approving your account.)
  - l. Select desired community from Community field drop-down options.
  - m. Click Save
5. Before a personnel security investigation request can be submitted, the following is required to be added to the right side of the Profile screen:
  - a. Alternate Requester - Select "New" to add an Alternate Requester, this person must be an approved PSIP Requester, search by last name, select name from drop down list and click "Save".
  - b. UIC - To add a UIC, type your UIC in the field and "Add". (If UIC is not approved contact the PSIP Administrator, [usarmy.apg.inscom.mbx.psip-requesters@mail.mil](mailto:usarmy.apg.inscom.mbx.psip-requesters@mail.mil))

**\*\*NOTE:** Every 90 days Requesters will be prompted to review and update their PSIP Profile.

Upon completion of registration, the Requester will receive an email stating they have been approved as a PSIP user. You may access PSIP but you will not be able to submit requests until your MACOM approves your account. Requester access is granted from the MACOM that was selected during registration.

Once the account is approved by the MACOM POC, the Requester will receive an automatic e-mail from PSIP indicating they have been added as a PSIP Requester and will now be able to request investigations through PSIP.

For any PSIP related questions please contact the PSI-CoE Customer Support Center (CSC) at (410) 278-4194 or DSN 298-4194 or [usarmy.apg.inscom.mbx.psip-requesters@mail.mil](mailto:usarmy.apg.inscom.mbx.psip-requesters@mail.mil).

**\*\*NOTE:** Requester accounts will disable after 180 days of inactivity. If account access is still required you may contact your MACOM administrator or a PSIP Administrator at the PSI-CoE to restore account access. When departing an organization, please notify your MACOM administrator or a PSIP Administrator. You will need to register for a new account at your next organization if a PSIP account is needed.

## PSIP Portal

The first time a Requester logs into PSIP as a Requester, there may be alerts on the homepage.

All regulations, directives, and memorandums are located in the “References” tab on the PSIP Menu bar.

### Entering PSIP Request

The process begins when the Requester identifies a need for a background investigation.

1. Login
2. Select the Requests tab on the Menu bar
3. Select Add Requests

**\*\*NOTE:** If an investigation request is started but not submitted, the request can be changed and submitted using the “UnSubmitted Requests” option in the Requests tab on the Menu bar. Incomplete requests are purged from the system after 30 days.

The PSIP request form has six tabs: Initiation, Identification, Investigation, Contact, Documents, and Comments.

### Initiation Tab

The Initiation tab contains the information related to the Subject’s role, type of investigation required, and Special Accesses, as applicable.

Initial or Periodic Reinvestigation (PR): In accordance with guidance from the HQDA G-2, the PSI-CoE will only initiate PRs within 30 days of the closed date of the previous investigation. Exceptions to this guidance include individuals that are part of the Personnel Reliability Program (PRP) or Special Access Program (SAP). Requests for PRP and SAP investigations can be processed within 180 days of the subject's previous investigation closed date. Exceptions to these policies will only be made on a case by case basis and require approval from HQDA G-2.

The SSN is to be entered as 9 numbers (with no dashes) and entered a second time for confirmation. In the event an investigation request is submitted with an incorrect SSN, please contact the PSI-CoE CSC at (410) 278-4194/ DSN 298-4194.

If a previous Request Template has been saved, highlight the template from the dropdown menu and select “Apply Template”. All the information saved in the template will be auto-filled. PSIP Requesters have the option to save investigation request templates. The following instructions will assist the Requester in creating a template. **\*\*Please note:** this feature is located in the Comments Tab of PSIP.

At the bottom of the Comments tab, before an investigation request is submitted, there is a “Save as Template” button to create a template for frequently submitted requests. The Role, Clearance, Form and Investigation type of the current investigation request are the foundation of the Request Template. Any other information the Requester wishes to include on the template should be checked. The following items cannot be included in any template because they refer to a specific Subject: SSN, full name, date of birth, place of birth, citizenship status, resume, OF306, and comments. Once this information has been entered, the Requester should name the Template and “Save”.

Role, Clearance/Investigation level, and IT level are all required fields. The form type will automatically populate on the right side of the screen based on role and clearance level (Please refer to the investigation matrix on the next page). Select “Next” at the bottom of the page once all required information is provided.

**\*\*NOTE:** The initiation tab has been updated to allow for the clear identification of investigations being processed for Public Trust, Red Cross/Official Volunteers, Student Interns, and Summer Hires.

## BACKGROUND INVESTIGATION TABLE

PSI	Personnel Covered	Clearance Eligibility	Position Sensitivity Level	Duties	Investigation Elements
<b>SSBI</b> Single Scope Background Investigation	Military Civilian Contractor	Top Secret/SCI  Top Secret	Special Sensitive  Critical Sensitive	IT-I  LAA	<ul style="list-style-type: none"> <li>○ Date &amp; place of birth verification</li> <li>○ Completed NAC (National Agency Check)</li> <li>○ Spouse or cohabitant SAC (Single Agency Check)</li> <li>○ Financial review (credit checks)</li> <li>○ Local agency checks (law enforcement)</li> <li>○ Public records verification</li> <li>○ Citizenship verification</li> <li>○ Written Inquiries</li> <li>○ Education verification</li> <li>○ Employment verification &amp; references</li> <li>○ Interviews</li> <li>○ References (4 required, at least 2 developed)</li> <li>○ Neighborhood references</li> <li>○ Former-spouse interview</li> <li>○ Subject interview</li> <li>○ Expansion of investigation as necessary</li> </ul>
<b>ANACI</b> Access National Agency Check with Inquiry	Civilian	Secret Confidential	Noncritical Sensitive	IT-II	<ul style="list-style-type: none"> <li>○ Completed NAC (National Agency Check)</li> <li>○ Financial review (credit check)</li> <li>○ Local agency check (law enforcement)</li> <li>○ Written Inquiries:</li> <li>○ Education verification</li> <li>○ Employment verification &amp; references</li> <li>○ Character references</li> <li>○ Expansion of investigation as necessary</li> </ul>
<b>NACLC</b> National Agency Check with Local Agency and Credit Check	Military Contractor (Civilian for PRs only)	Secret Confidential (Initial and PR)	N/A	IT-II  All Military accessions and appointments	<ul style="list-style-type: none"> <li>○ Date &amp; place of birth verification</li> <li>○ Completed NAC (National Agency Check)</li> <li>○ Financial review (credit check)</li> <li>○ Local agency check (law enforcement)</li> <li>○ Expansion of investigation as necessary</li> <li>○ Subject interview only conducted for specific issue resolution</li> </ul>



PSI	Personnel Covered	Clearance Eligibility	Position Sensitivity Level	Duties	Investigation Elements
<b>SSBI PR</b> SSBI Periodic Reinvestigation	Military Civilian Contractor	Top Secret/SCI  Top Secret	Special Sensitive  Critical Sensitive	IT-I  LAA	<ul style="list-style-type: none"> <li>Completed NAC (National Agency Check)</li> <li>Spouse or cohabitant SAC (Single Agency Check)</li> <li>Financial review (credit checks)</li> <li>Local agency checks (law enforcement)</li> <li>Public records verification</li> <li>Financial Crimes Enforcement Network check</li> <li>Written Inquiries:</li> <li>Employment verification &amp; references</li> <li>References (2 required, at least 1 developed)</li> <li>Neighborhood references</li> <li>Interviews:</li> <li>Former-spouse interview</li> <li>Subject interview</li> <li>Expansion of investigation as necessary</li> </ul>
<b>PPR</b> Phased Periodic Reinvestigation	Military Civilian Contractor	SCI Top Secret	Special Sensitive  Critical Sensitive	IT-I LAA	<ul style="list-style-type: none"> <li>Personnel Security Questionnaire</li> <li>Completed NAC (National Agency Check)</li> <li>Spouse or cohabitant SAC (Single Agency Check)</li> <li>Credit report</li> <li>Local agency check</li> <li>Employment records</li> <li>Military records</li> <li>Security records</li> <li>Medical records</li> <li>Education records</li> <li>Public records</li> <li>Financial Crimes Enforcement Network check</li> <li>Subject interview</li> <li>Miscellaneous records</li> </ul>
<b>NACI</b> National Agency Check with Inquiry	Civilian Contractor	NONE	Non-sensitive  HSPD-12	IT-III	<ul style="list-style-type: none"> <li>Completed NAC (National Agency Check)</li> <li>Local agency check (law enforcement)</li> <li>Written inquiries:</li> <li>Education verification</li> <li>Employment verification &amp; references</li> <li>Character references</li> <li>Expansion of investigation as necessary</li> </ul>
<b>BI</b> Background Investigation	Civilian Contractor	None	High Risk Public Trust		<ul style="list-style-type: none"> <li>Completed NAC (National Agency Check)</li> <li>Credit search</li> <li>Record searches (5-7 years)</li> <li>Written inquiries</li> <li>Subject interview</li> </ul>
<b>MBI</b> Moderate Risk Background Investigation	Civilian Contractor	None	Moderate Risk Public Trust		<ul style="list-style-type: none"> <li>Completed NAC (National Agency Check)</li> <li>Credit history check</li> <li>Record searches</li> <li>Written inquiries</li> <li>Interviews</li> <li>Subject interview</li> <li>Interviews of selected areas (3 years)</li> </ul>

## Identification Tab

The Identification tab contains information that identifies the **Subject**, including their full name, date of birth, branch of service, UIC, SOI, and place of birth. This information will be used to set the Subject's initial Golden Questions and initiate their investigation application in e-QIP.

- If the Subject has no middle name or only a middle initial, select the appropriate box to the right of the name fields to ensure that it is properly recorded
- Date of Birth format should always be MM/DD/YYYY
- Do not list the Subject's city of birth as "Unknown" and do not list the country of birth as the city of birth. (This information is used for the Subject's initial login to e-QIP).
- Citizenship should be verified by one of the following forms: Birth Certificate, Certificate of Citizenship-INS, Certificate of Naturalization, DS-1350, FS-545, FS-240.
- Passports are not a valid form of citizenship verification. A Passport is only acceptable if the subject's parent(s) became naturalized U.S. citizens prior to the subject turning 18 years of age. If the parent(s) were naturalized while the subject was a minor, then complete citizenship information must be provided for the subject's parent(s) in the relatives section on the e-QIP form, to include document type and number.
- Enter the Subject's Branch of Service, IPAC Code, and unit SOI (A334 for clearances) in order to properly route billing and investigation results (For suitability investigations use the SOI of the Security Office that will be conducting the suitability review).
- UIC must be added to PSIP Profile
- Contact your higher headquarters for assistance with the SOI, IPAC, or UICs

## Investigation Tab

The Investigation tab contains information related to the speed of the investigation and reason for access.

- Expedite defaults to "No". When investigation needs to be expedited, you must call the PSI-CoE CSC at 410-278-4194 after the request has been submitted to justify the expedite request. Calling allows for the expedite request to be placed in the proper queue. Also, note justification in the Comments Tab.

## Fingerprints

Fingerprints are only required for initial investigations and upgrades. Requesters are required to take fingerprints or arrange for fingerprints to be taken. It is highly recommended that fingerprint arrangements be made before submitting a PSIP request. The PSI-CoE does not submit investigations to OPM until fingerprints have been received at the PSI-CoE, fingerprints are showing "Received at OPM," or a SAC date within 120 days is displayed in JPAS/SII.

The preferred method for the submission of fingerprints is via digital fingerprint machine through the Army's Store & Forward server to OPM. If fingerprints are completed via digital fingerprint machine, do not send a hardcopy.

If digital fingerprints are not possible for a Subject, you must arrange for ink prints on a standard fingerprint card (SF87 or FD258) to be taken. (For example Fingerprint cards and instructions Refer to Appendix A, B, and C)

If a 10 Print set of fingerprints cannot be obtained due to a missing, scarred or burned finger, the office that is responsible for fingerprint capture must provide supporting documentation identifying the reason.

Fingerprints must be mailed to PSI-CoE by the Requesters or certifying official. For quality assurance concerns we do not recommend Subjects submitting their own fingerprints.

### Mailing fingerprints to the PSI-CoE:

ATTN: Fingerprint Team  
DEPARTMENT OF THE ARMY  
PSI Center of Excellence  
Bldg 3240 Raritan Ave  
Aberdeen Proving Ground MD 21005-5001

### Special Agreement Check (SAC) Processing and Valid Security Office Identifier (SOI)

All fingerprint cards require a valid SOI in order to be processed. The SOI for clearances should be A334, the Army Central Clearance Facility (CCF); this includes all Soldiers (Active, Guard, and Reserve). The SOI for suitability cases should be the SOI that the Report of Investigation is returned to for a determination. If your organization does not have an SOI, please coordinate with your higher headquarters (MACOM, DRU, or ASCC) to determine the appropriate SOI.

**Note:** New SOIs should not be requested to implement the process.

Provide your organization's SON, SOI, and IPAC on the front of the fingerprint card

- a. The SOI can be used as both the SON and SOI for the hard card fingerprint submission.
- b. The SOI for clearances and military personnel is A334 (CCF).
- c. The SOI for suitability cases should be the SOI the Report of Investigation will be returned from OPM. If your organization does not have an SOI, you may use the SOI: A334. New SOIs should not be requested to implement the process.

**Note:** It is very important that the correct mailing address for your SOI is on file at OPM. To check the address on file for your SOI, call the OPM Agency Support Helpline at 724-794-5612 ext 4600; and select the SOI/SON option. If your telephone number or mailing address for your SOI needs updating, use PIPS Form 11.

1. For multiple fingerprint cards, the PSI-CoE recommends a manifest be included in each box. The manifest will assist in validating that all cards listed were received in the package.
  - a. The manifest should include the following information
    - i. Subject's Full Name
    - ii. SSN
    - iii. Date sent to PSI-CoE
    - iv. SOI/SON/IPAC
2. All fingerprint cards and manifests should be forwarded to the following address:

ATTN: Fingerprint Team  
DEPARTMENT OF THE ARMY  
PSI Center of Excellence  
Bldg 3240 Raritan Ave  
Aberdeen Proving Ground MD 21005-5001

***Note: It is recommended that whatever shipping method your organization uses to send the fingerprint package, it has a tracking capability that enables you to see the status of the package throughout the delivery process.***

- If a SAC is showing in JPAS verify the closed date of digital fingerprints. Fingerprints are only valid for 120 days from the closing date of the Special Agreement Check (SAC) in the Joint Personnel Adjudication System (JPAS). If the investigation is not submitted to OPM in 120 days, the fingerprints will no longer be valid and the Subject will have to re-submit fingerprints.
- Preferably fingerprints should be completed digitally or mailed to the PSI-CoE before submission of the investigation request.

## Contact Tab

The Contact tab allows the Requester to submit information related to the Subject, the Subject's Supervisor, the Alternate Requester(s), and the Requester.

- Subjects are to provide a primary and secondary e-mail address
- Requesters should ensure the e-mail address is valid before submitting the request
- Supervisor should have the authority, contact, and influence necessary to ensure Subject compliance
- Requester and Alternate Requester(s) must be validated as an approved PSIP Requester
- All information (including Subject's completed forms) will be sent to both Requester and Alternate Requester e-mail addresses

**NOTE:** When selecting an Alternate Requester, they first must be added to your Profile. In the Contact Tab highlight the Alternate in the dropdown menu and click the "Select" button to the right of the field. Alternate Requester's contact information will automatically populate.

- If a CPAC Requester is submitting a request, they must use their supporting security office as the Alternate Requester. If a Requester is from a contractor facility, they must use their cognizant government security office as the Alternate Requester.

## Documents Tab

The Documents Tab allows for the direct upload of a Subject's OF306 (Declaration for Federal Employment), Resume or NAF Application, if required. The use of direct upload is highly recommended for faster processing of your request.

If this function is not utilized, the forms will have to be faxed to 410-306-3858 or 410-306-0413 or e-mailed to [usarmy.apg.inscom.mbx.psip-correspondence@mail.mil](mailto:usarmy.apg.inscom.mbx.psip-correspondence@mail.mil), once the request is submitted.

- Check the box: Forward OF 306/Resume Later
- The following message will appear in red: "By checking this box you acknowledge that the required documentation will be forwarded to the PSI-CoE via fax to 410-306-3858/DSN 458-3858 or 410-306-0413 or scanned and e-mailed to [usarmy.apg.inscom.mbx.psip-correspondence@mail.mil](mailto:usarmy.apg.inscom.mbx.psip-correspondence@mail.mil).

### To upload documents:

1. Select the Browse option. Explorer window displays.
2. Navigate to location of document for upload.
3. Open the desired document for upload (Recommended document format is PDF, TIF, or PNG).
4. Click the Upload button. If upload is successful, file name(s) will display in uploaded documents list.

### To delete documents:

1. Select document from uploaded documents list.
2. Select "Clear".
3. Click "OK"

Once documentation has been uploaded or Forward OF306/Resume Later has been checked, click "Next" to continue the submission process.

**Reminder:** You will not be able to upload documentation after the request has been submitted in PSIP.

## Comments Tab

The Comments tab allows the Requester to submit information specifically related to the investigation that would warrant special attention by the PSI-CoE.

### Required Comments

- If the Subject has a 2 year or longer break in service, provide the date of separation.
- If the Subject presently has 5 years of continuous Federal Civilian Service (this is used to determine if Resume and OF306 are required)
- Expedite/Priority justifications
  - Investigations expedited at the PSI-CoE only:
    - BRAC Military Subject
    - BRAC Civilian Subject
    - VIP's
    - MOS 89 Delta
    - Wounded Warrior (AW2)
    - Yankee White/Fire
    - Urgent Warrior
  - Priority Investigations expedited at the PSI-CoE and OPM (Initial SSBI investigations only):
    - ARCYBER
    - MI MOS
    - Contract Linguist
- Contract Linguist required information.
- Childcare investigations (CNACI), states Subject has lived in the past five years.
- Date/status of fingerprints.

### Do Not

- Include questions - questions should be directed to the PSI-CoE CSC 410-278-4194/DSN 298-4194 or [usarmy.apg.inscom.mbx.psip-questions@mail.mil](mailto:usarmy.apg.inscom.mbx.psip-questions@mail.mil).
- Include additional contact information - any contact information will not receive additional copies of Subject information or results.

If you have questions regarding what comments to include in this block, please contact the PSI-CoE CSC for guidance.

If the Requester does not have any comments, this tab may be left blank.

Click "Submit" at the bottom of the page to submit the PSIP request to the PSI-CoE for processing.

If there are errors in your form, a red box will appear to the right of the comments field with information regarding the tab and field that requires attention.

You may navigate back to those pages by selecting the tab name on the top, or using the "Previous" button in the lower left corner of the form. The investigation request is not complete until the "Submit" button has been selected. Information on the request cannot be modified once it has been submitted to the PSI-CoE. If there are errors in the PSI request, call the PSI-CoE CSC for assistance.

Once successfully submitted, a printable investigation request confirmation summary will populate. Please print or save for your records. This information will no longer be available if you navigate away from the confirmation screen. An acknowledgement e-mail will be sent to the Requester, Alternate Requester, and Supervisor.

### Requester Templates

PSIP Requesters have the option to save investigation request templates.

At the bottom of the Comments tab, before an investigation request is submitted, there is a "Save as Template" button to create a template for frequently submitted requests. The Role, Clearance, Form and Investigation type of the current investigation request are the foundation of the Request Template. Any other the information the Requester wishes to include on the template should be checked. The following items cannot be included in any template because they refer to a specific Subject: SSN, Full Name, Date of Birth, Place of Birth, Citizenship Status, Resume, OF306, and comments. Then the Requester should name the Template and "Save".

## Investigation Request Requirements

All additional documentation, if not uploaded directly to the PSIP request, should be faxed by the requesting office to the PSI-CoE to (410) 306-3858/DSN 458-3858 or 410-306-0413 or emailed to [usarmy.apg.inscom.mbx.psip-correspondence@mail.mil](mailto:usarmy.apg.inscom.mbx.psip-correspondence@mail.mil).

### Civilians

- The OF306 and Resume or NAF Application are required for all initial investigations on civilian new hires.
- For the SF86, the PSI-CoE must determine if there are any discrepancies between the OF306 and the SF86. If no discrepancies are found, the OF306 is not required.
- Resume - Ensure dates attended and complete street addresses are provided for all school and employments listed on the Resume.
- Initial investigations require fingerprints on a SF87 or FD258 fingerprint card/closed SAC
- Completed SF86/85P/85.
- Completed Signature pages.

### Contractors

- Investigations submitted on a SF85 and SF85P, require specific questions answered on the OF306 (1, 8, 9, 10, 11, 12, 13, 16, and 17a). The OF306 may be used or the specific questions and answers may be provided on an attachment.
- Initial investigations require fingerprints on a FD258 card/closed SAC
- Completed SF86/85P/85
- Completed Signature pages

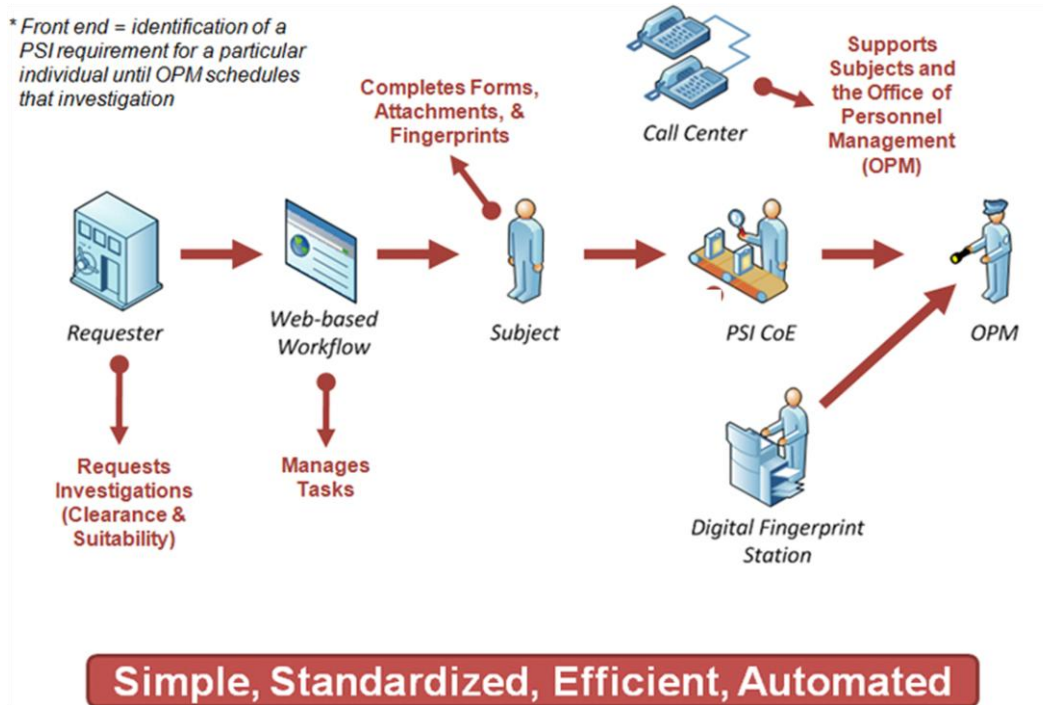
### Military

- Initial investigations require fingerprints on a SF87 card/closed SAC
- Completed SF86
- Completed Signature pages.

	Non-Sensitive Position	Public Trust Position	Security Investigation
New Federal Civilian	SF85, SF87, OF306 Application or Resume	SF85P, SF87 OF306 Application or Resume	SF86, SF87, OF306 Application or Resume
Contractor	SF85, FD258 OF306—Limited Items*	SF85, FD258 OF306—Limited Items*	SF86- Contract Linguists only FD258 OF306—Limited Items*
Military	N/A	N/A	SF86 SF87 or FD 258
Reinvestigation	N/A	N/A	SF86
Upgrade Investigation	N/A	SF85P SF87 (Federal Employees) or FD258 (Contractors)	SF86 SF87 (Federal Employees) or FD258 (Contractors)

\*Contractor personnel are not required to submit an application or resume. However, investigation requests on the SF85 require the applicant to answer specific questions found on the OF306 (1, 8, 9, 10, 11, 12, 13, 16, and 17a). To provide that additional information, the OF306 may be used, or the specific questions and answers may be provided on an attachment.

## Investigation Request Timeline



1. Requester determines need for an investigation and submits an investigation request through PSIP to the PSI-CoE.
2. The PSI-CoE validates if the individual has an existing investigation in JPAS and other systems and will initiate the Subject in e-QIP if the required investigation does not exist.
  - a. Subject will receive an e-mail with instructions to begin working on e-QIP SF86/85P/85 forms; this will start the five (5) calendar day window in which the Subject must complete their forms.
  - b. If the investigation questionnaire and all supporting documents are not completed within five (5) calendar days, the Subject, Requester and Supervisor will receive status update reminder from the PSI-CoE every five (5) days.
  - c. If the Subject has not begun editing the investigation questionnaire after seven (7) days, the PSI request will be terminated. This only applies to those requests that are "Initiated and untouched by applicant" in e-QIP.
  - d. Subjects will be given 5 days to complete the investigation questionnaire in e-QIP once it has been rejected back for corrections. e-QIP will automatically terminate the request at the 5 day mark following the rejection notice to the Subject and Requester(s).
  - e. On day 18, if the investigation packet has not been received by the PSI-CoE, or arrangements have not been made with the PSI-CoE, the Requester, Subject, and Subject's Supervisor will be notified that the investigation is pending termination. If a completed investigation packet has not been received or contact has not been made to the PSI-CoE within 48 hours after the termination e-mail has been sent, the investigation will be terminated.

**Note:** The 18-day cycle does not begin again if the e-QIP forms have been returned to the Subject for corrections.
3. Once the investigation packet is complete and accurate, it will be released to OPM to schedule the investigation. Additionally, an archival copy of the Subject's forms will be forwarded to the Requester/Alternate Requester for review and additional action as needed. This version of the form may also be used for agencies to make interim clearance/suitability determinations, as needed.
 

**Note:** The PSI-CoE does not disseminate the signature forms or additional copies of the SF86/85P/85. If signed copies are needed, the Requesters should contact the Subject directly.

If you believe that a message has been sent in error (at any time during this process), please call the PSI-CoE CSC at (410) 278-4194/DSN 298-4194 for assistance.

## VIPs

PSI Requests identified as Senior Executive Service (SES), Subjects with a rank of Brigadier General (O7) or higher, or PSI requests designated by Senior Leadership are categorized as a VIP. VIPs are expedited and are processed at the PSI-CoE differently from non VIP PSI requests.

All guidance on completing the application/process will be provided to the Requester and Alternate Requester. The VIP subject will not be contacted directly. The cycle time of the PSI request is determined on the VIP's need for the investigation and willingness to complete the investigation packet per the Requester's response. The request will remain open in the system as long as the Requester has indicated the investigation is needed. If the initiated SF86 is terminated by the system in e-QIP, the Requester/Alternate Requester will be contacted prior to re-initiation to validate the need for the investigation.

## Contract Linguist Program Special Instructions

Requesters submitting a request for the Contract Linguist Program (CLP) must use the Comments Tab to enter required information such as deployment date, POC, and date and location available for interview.

### The information should be presented as follows:

"Subject is deploying/deployed to (provide Country), will return stateside on leave from \_\_\_\_\_ to \_\_\_\_\_, and will be located at (provide complete street address and phone number). The Agency POC is \_\_\_\_\_, and they can be reached at (provide phone number, including area code and DSN if applicable)

The POC at Fort Benning CRC is (provide name, phone number, and alternate contact information if applicable).

The Subject's report date to the Fort Benning CRC is \_\_\_\_\_."

Category	Citizenship	Form Type	Investigation Type
Category 1 Non US Citizen	Foreign	SF86	NACLC – No Clearance
Category 1 US Citizen	United States – born or naturalized	SF86	NACLC – No Clearance
Category 2	United States – born or naturalized	SF86	SSBI – Secret Clearance
Category 3	United States – born or naturalized	SF86	SSBI – Top Secret SCI Access

All CLP investigations are completed on a SF86 and require the Subject's signed signature pages, and FD258 fingerprints (if initial investigation).

Contract Linguist Investigations are extremely time-sensitive. If the entire investigation request packet, to include the fingerprint cards, is not received on "Day 20", the investigation request will be terminated and the Subject Requester/Alternate Requester will be notified via e-mail. If an investigation is still required, the Requester will have to submit another request through PSIP.

**Note:** When the Contract Linguist Candidate is completing the SF86 Section 13, Employment Entry 1 needs to be listed as the Contract Linguist Vendor. In Section 13 Entry 1 in the Additional Comments provide the PDPC address, this helps OPM complete the subject interviews.



## Childcare NACI Special Instructions

As of 1 OCT 2011, the PSI-CoE began processing all Childcare investigation requests Army wide. Childcare investigation requests will be submitted as a NACI on an SF85. The OPM will no longer accept NACI requests on an SF85P.

Childcare investigation packets will require an OF306, resume/NAF application, fingerprints, and required state documents (as needed). State documentation is required based on the states the subject has lived for the past 5 years. The PSI-CoE will not submit the investigation packet to OPM until all required documentation has been received at the PSI-CoE.

For CPACs submitting Childcare NACI investigations through the PSI-CoE, please review the applicant's residence history for the last five years if available. List the states the subject has lived in the comments field on the Comments Tab.

Review the Childcare State Requirements chart below or refer to the Childcare folder in the PSIP reference tab for specific state requirements.

All required state documents will be provided in soft copy by the Requester to the Subject. The Subject must return the completed forms to the CPAC Requester for submission to the PSI-CoE or directly to the PSI-CoE. All forms that do not require a notary's raised seal and signature may be faxed to 410-306-3858/DSN 458-3858 or 410-306-0413, or e-mailed to [usarmy.apg.inscom.mbx.psip-childcare@mail.mil](mailto:usarmy.apg.inscom.mbx.psip-childcare@mail.mil). The PSI-CoE will attach all forms to the investigation request record. Any state documents requiring a notary's raised seal and signature must be mailed to the PSI-CoE. Please send forms as a complete set when required.

All hardcopy Childcare documentation should be mailed to the following address:

ATTN: Childcare Team  
DEPARTMENT OF THE ARMY  
PSI Center of Excellence  
Bldg 3240 Raritan Ave.  
Aberdeen Proving Ground MD 21005-5001

**\*\*NOTE:** For more detailed Childcare Instructions refer to the Childcare Requester Guide located in the Childcare folder on the PSIP Reference Tab.

## Appendix A - Childcare State Requirements

\*\*\*Please refer to the References Tab in PSIP for additional State fingerprint card Request forms\*\*\*\*

State	SF87 FD258 FP Card	State FP Card	State Request Form	Requires Notarized Signature	OPM General Release Form	Copy of Photo ID	**NOTES
Alabama			X	X*	X		*Form requires notarized signature OR two witness signatures
Alaska	X						
Arkansas			X	X	X		
Arizona							
California	X						
Colorado	X						
Connecticut							
Delaware	X				X		
DC					X		
Florida							
Georgia							
Hawaii							
Idaho	X				X		
Illinois		X			X		
Indiana							
Iowa			X*		X		*Iowa State REL form is required for each surname used throughout a Subject's life
Kansas	X						
Kentucky			X*		X		*KY State form must be witnessed
Louisiana*							*Louisiana requirements may change in the near future
Maine							
Maryland							
Massachusetts							

State	SF87 FD258 FP Card	State FP Card	State Request Form	Requires Notarized Signature	OPM General Release Form	Copy of Photo ID	**NOTES
Michigan	X						
Minnesota			X	X			
Mississippi					X		
Missouri	X						
Montana	X						
Nebraska							
Nevada	X				X		
New Hampshire			X	X	X		
New Jersey	X						
New Mexico			X	X	X		
New York							
North Carolina	X						
North Dakota					X		
Ohio		X*	X*				*Both sides of Ohio fingerprint card must be completed. Only out-of-state applicants must complete the Ohio Exemption Form
Oklahoma							
Oregon							
Pennsylvania							
Rhode Island			X	X	X	X	
South Carolina							
South Dakota	X		X*		X		*Two (2) witnesses
Tennessee	X						
Texas	X		X		X		
Utah	2 Cards						

State	SF87 FD258 FP Card	State FP Card	State Request Form	Requires Notarized Signature	OPM General Release Form	Copy of Photo ID	**NOTES
Vermont							
Virginia							
Washington							
West Virginia	2 Cards*		X*				*Two (2) FD258, (SF87 not accepted), one (1) WVSP39 form must be attached to the back of one (1) FP card and signed by Subject, and West Virginia Card Scan Services-Information Form
Wisconsin							
Wyoming	X*				X		*Two (2) FD258

# FD-258 Fingerprint Card

1. **NAM:** Full name in following order, LAST, FIRST, MIDDLE. Initials are NOT acceptable. If applicant has no middle name, enter NMN for the MIDDLE.
2. **SIGNATURE OF PERSON FINGERPRINTED:** Legal name and signature of person fingerprinted
3. **DATE and SIGNATURE OF OFFICAL TAKING FINGERPRINTS:** Signature and date of OFFICAL taking fingerprints.
4. **SOC:** Applicants' full social security number
5. **SEX:** Enter "M" for male or "F" for female
6. **RACE (Not Required):** Enter the applicable code:  
**American Indian or Native – I**  
**Asian or Pacific Islander – A**  
**Black - B**  
**White – W**  
**Unknown or Other - U**
7. **HGT:** Must include three numeric characters. Enter applicant's height in feet and inches. Do not use or". Example: for 5' 11" enter 511 for 6' 1" enter 601
8. **WGT:** Must include three numeric characters. Enter applicant's weight in pounds  
Example: for 94 pounds – enter 094 for 186 pounds –enter 186
9. **EYES:** Must include three letter code  
Black- BLK  
Blue -BLU  
Brown- BRO  
Gray -GRY  
Green- GRN  
Hazel- HAZ  
Maroon -MAR  
Multicolored -MUL  
Pink- PNK
10. **HAIR:** Must include three letter code  
Unknown- XXX  
Bald -BAL  
Black- BLK  
Blonde or Strawberry -BLN  
Brown -BRO  
Gray- GRY  
Red -RED  
Sandy -SDY  
White -WHT
11. **POB (Place of Birth):** Enter applicable state (US or Mexico) or province (Canada) from the POB listing.
12. **DOB (Date of Birth):** Must include full DOB (xx/xx/xxxx). Enter applicant's date of birth in order of month, day, and year. Example: January 1, 1965 = 01/01/1965 October 31, 1983 = 10/31/1983
13. **IPAC/SOI/SON:** Add to "Reason Fingerprinted" IPAC: DA-Army, SOI, and SON.

## Appendix C

### SF87 Fingerprint Card

# SF-87

**Federal Employee and Military Fingerprint Card - Numbered Fields are Required and Must be Fully Completed in Accordance With The Provided Instructions.**

SF 87 (REV. APRIL 2006) US OFFICE OF PERSONNEL MANAGEMENT E.O. 10450		LEAVE BLANK		TYPE OR PRINT ALL INFORMATION IN BLACK LAST NAME <u>NAM</u> FIRST NAME <u>1</u> MIDDLE INITIAL				FBI		LEAVE BLANK				
SIGNATURE OF PERSON FINGERPRINTED <u>2</u>				O R I USOPM000Z - FIPC BGYERS, PA										
RESIDENCE OF PERSON FINGERPRINTED				SERIAL NO. (OPM USE ONLY) <u>OCA</u>						DATE OF BIRTH DOB MONTH <u>12</u> DAY YEAR				
DATE				SIGNATURE OF OFFICIAL TAKING FINGERPRINTS <u>3</u>		ALIASES AKA		SEX <u>5</u>	RACE <u>6</u>	HGT. <u>7</u>	WGT. <u>8</u>	EYES <u>9</u>	HAIR <u>10</u>	PLACE OF BIRTH POB <u>11</u>
TITLE AND ADDRESS				SCARS, MARKS, AND TATTOOS		LEAVE BLANK								
POSITION TO WHICH APPOINTED				FBI NO. <u>FBI</u>		CLASS								
DEPARTMENT, BUREAU, AND DUTY STATION (CITY AND STATE)				SOCIAL SECURITY NO. <u>SOC</u> <u>4</u>		REF.								

- NAM:** Full name in following order, LAST, FIRST, MIDDLE. Initials are NOT acceptable. If applicant has no middle name, enter NMN for the MIDDLE.
- SIGNATURE OF PERSON FINGERPRINTED:** Signature of person fingerprinted (legal name).
- DATE and SIGNATURE OF OFFICIAL TAKING FINGERPRINTS:** Signature and date of OFFICIAL taking fingerprints.
- SOC:** Applicants' full social security number
- SEX:** Enter "M" for male or "F" for female
- RACE (Not Required):** Enter the applicable code:  
 American Indian or Native - I  
 Asian or Pacific Islander - A  
 Black - B  
 White - W  
 Unknown or Other - U
- HGT:** Must include three numeric characters. Enter applicant's height in feet and inches. Do not use "or".  
 Example: for 5' 11" enter 511 for 6' 1" enter 601
- WGT:** Must include three numeric characters. Enter applicant's weight in pounds  
 Example: for 94 pounds - enter 094 for 186 pounds - enter 186
- EYES:** Must include three letter code  
 Black- BLK  
 Blue -BLU  
 Brown- BRO  
 Gray -GRY  
 Green- GRN  
 Hazel- HAZ  
 Maroon -MAR  
 Multicolored -MUL  
 Pink- PNK
- HAIR:** Must include three letter code  
 Unknown- XXX  
 Bald -BAL  
 Black- BLK  
 Blonde or Strawberry -BLN  
 Brown -BRO  
 Gray- GRY  
 Red -RED  
 Sandy -SDY  
 White -WHT
- POB (Place of Birth):** Enter applicable state (US or Mexico) or province (Canada) from the POB listing.
- DOB (Date of Birth):** Must include full DOB (xx/xx/xxxx). Enter applicant's date of birth in order of month, day, and year. Example: January 1, 1965 = 01/01/1965 October 31, 1983 = 10/31/1983
- IPAC/SOI/SON:** Add to "Reason Fingerprinted" IPAC: DA-Army, SOI, and SON.

## Appendix D

### Completed Fingerprint Card Example

SF 87 (REV. APRIL 2006) US OFFICE OF PERSONNEL MANAGEMENT E.O. 10450		LEAVE BLANK		TYPE OR PRINT ALL INFORMATION IN BLACK LAST NAME <u>DOE</u> FIRST NAME <u>JOHN</u> MIDDLE INITIAL <u>NMN</u>			FBI		LEAVE BLANK		
SIGNATURE OF PERSON FINGERPRINTED <u>John Doe</u>				O R USOPMOOZ - FIPC BOYERS, PA							
RESIDENCE OF PERSON FINGERPRINTED				SERIAL NO. (OPM USE ONLY) <u>OCA</u>				DATE OF BIRTH DOB MONTH <u>01</u> DAY <u>01</u> YEAR <u>1940</u>			
DATE <u>15 JAN 11</u>	SIGNATURE OF OFFICIAL TAKING FINGERPRINTS <u>[Signature]</u>			ALIASES AKA		SEX <u>M</u>	RACE <u>W</u>	HGT. <u>6'2"</u>	WGT. <u>220</u>	EYES <u>BLU</u>	HAIR <u>BRN</u>
TITLE AND ADDRESS				SCARS, MARKS, AND TATTOOS		PLACE OF BIRTH POB <u>VA, USA</u>					
POSITION TO WHICH APPOINTED  DEPARTMENT, BUREAU, AND DUTY ST IPAC: DA-ARMY SOI: SON:				FBI NO. FBI		CLASS REF.					
				SOCIAL SECURITY NO. SOC <u>111-11-1111</u>							
1. R. THUMB		2. R. INDEX		3. R. MIDDLE		4. R. RING		5. R. LITTLE			
6. L. THUMB		7. L. INDEX		8. L. MIDDLE		9. L. RING		10. L. LITTLE			
LEFT FOUR FINGERS TAKEN SIMULTANEOUSLY				L. THUMB		R. THUMB		RIGHT FOUR FINGERS TAKEN SIMULTANEOUSLY			

### Fingerprint Manifest Example

Name (Last, First MI)	SSN	Date Sent	IPAC	SOI	SON
Doe, John NMN	111-11-1111	11 AUHQDA G2011	DA-ARMY	A???	A???

## Appendix E

### POB (Place of Birth) CODES

USE CTZ (Citizenship) CODES IF NOT USA, MEXICO, OR CANADA

<u>UNITED STATES OF AMERICA</u> (STATES and POSSESSIONS)		PENNSYLVANIA	PA	<u>MEXICAN STATES</u>	
ALABAMA	AL	RHODE ISLAND	RI	AGUASCALIENTES	AG
ALASKA	AK	SOUTH CAROLINA	SC	BAJA CALIFORNIA North	BA
ARIZONA	AZ	SOUTH DAKOTA	SD	BAJA CALIFORNIA South	BJ
ARKANSAS	AR	TENNESSEE	TN	CAMPECHE	CE
CALIFORNIA	CA	TEXAS	TX	CHIHUAHUA	CH
COLORADO	CO	UTAH	UT	CHIPAPAS	CI
CONNECTICUT	CT	VERMONT	VT	COAHUILA	CU
DELEWARE	DE	VIRGINIA	VA	COLIMA	CL
DISTRICT OF COLUMBIA	DC	WASHINGTON	WA	DISTRICTO FEDERAL	DF
FLORIDA	FL	WEST VIRGINA	WV	DURANGO	DO
GEORGIA	GA	WISCONSIN	WI	GUANAJUAATO	GU
HAWAII	HI	WYOMING	WY	GUERRERO	GR
IDAHO	ID	AMERICAN SAMOA ISLANDS	AM	HILDAGO	HL
ILLINOIS	IL	CANAL ZONE	CZ	JALISCO	JL
INDIANA	IN	CAROLINE ISLANDS	CG	MEXICO (state)	MX
IOWA	IA	GUAM	GM	MICHOACHAN	MC
KANSAS	KS	MARIANAS ISLANDS	MK	MOARELOS	MR
KENTUCKY	KY	MARSHAL ISLANDS	MH	NAYARIT	NA
LOUISIANA	LA	MIDWAY ISLAND	MW	NUEVO LEON	NL
MAINE	ME	PUERTO RICO	PR	OAXACA	OA
MARYLAND	MD	VIRGIN ISLANDS OF THE US	VI	QUERETARO	QU
MASSACHUSETTS	MA	WAKE ISLAND	WK	QUINTANA ROO	QR
MICHIGAN	MI	<u>CANDIAN PROVINCES</u>		SAN LUIS POTOSI	SL
MINNESOTA	MN	ALBERTA	AB	SINALOA	SI
MISSISSIPPI	MS	BRITISH COLUMBIA	BC	SONORA	SO
MISSOURI	MO	MANITOBA	MB	TAMAULIPAS	TA
MONTANA	MT	NEW BRUNSWICK	NK	TOBASCO	TB
NEBRASKA	NB	NEW FOUNDLAND	NF	TLAXCALA	TL
NEVADA	NV	(including Labrador)		VERA CRUZ	VC
NEW HAMPSHIRE	NH	NORTHWEST TERRITORY	NT	YUCATAN	YU
NEW JERSEY	NJ	NOVIA SCOTIA	NS	ZACATECAS	ZA
NEW MEXICO	NM	ONTARIO	ON		
NEW YORK	NY	PRINCE EDWARD ISLAND	PE		
NORTH CAROLINA	NC	QUEBEC	QC		
NORTH DAKOTA	ND	SASKATSCHEWAN	SN		
OHIO	OH	YUDON TERRITORY	YT		
OKLAHOMA	OK				
OREGON	OR				



## Appendix F

CTZ (Citizenship) CODES

USE FOR POB ONLY IF NOT USA, MEXICO, OR CANADA

AFGHANISTAN	AF	GREAT BRITAIN (see EN, SS, and WB)	PITCAIRN ISLANDS	PC
AFRICA	AC	GREECE	POLAND	PO
ALBANIA	AA	GREENLAND	PORTUGAL	PT
ALGERIA	AN	GRENADA		
ANDORRA	AD	GUADELOUPE	QATAR	QA
ANGOLA	AO	GUATEMALA	REUNION	RE
ANTARCTICA	AY	GUINEA	RHODESIA	RH
ANTIGUA	AI	GUIANNA/GUYANA	RUMANIA (Romania/Roumania)	RU
ARGENTINA	AT		RUSSIA (see USSR)	SX
AUSTRALIA	AS	HAITI	RWANDA	RW
AUSTRIA	AU	HOLLAND (see NE)		
		HONDURAS	SAN MARINO	SH
BAHAMA ISLANDS	BD	DONG KONG	SAUDI ARABIA	SB
BAHRAIN/BAHREIN ISLANDS	BE	HUNGARY	SCOTLAND	SS
BARBADOS	BB		SENEGAL	SG
BELGIUM	BG	ICELAND	SEYCHELLES	SE
BERMUDA	BM	ITALY (including Sicily)	SIERRA LEONE	SA
BHUTAN	BN		SIKKIM	SK
BOLIVIA	BV	JAMAICA	SINGAPORE	SR
BOTSWANA	BT	JAPAN	SOMALIA	SM
BRAZIL	BZ	JORDAN	SOUTH AFRICA	SF
BRUNEI	BX	KENYA	SOUTHERN YEMEN	ST
BUGARIA	BU	KOREA	SOUTH-WEST AFRICA	SJ
BURMA	BR	KUWAIT	SOVIET UNION	SX
BURUNDI	BI		SPAIN	SP
		LAOS	SUDAN	SU
CAMBODIA	CJ	LATVIA	SVALBARD	SV
CAMEROON	CM	LEBANON	SWAZILAND	SW
CANADA (not for POB)	CD	LESOTHO	SWEDEN	SQ
CAPE VERDE	CV	LIBERIA	SWITZERLAND	SZ
CAYMAN ISLANDS	CP	LIBYA	SYRIA	SY
CENTRAL AFRICAN REPUBLIC	CW	LIECHTENSTEIN		
CEYLON	CY	LITHUANIA	TANZANIA	TZ
CHAD	CF	LUXEMBOURG	THAILAND	TH
CHILE	CN		TOGO	TO
COLUMBIA	CB	MALAGASY REPUBLIC	TONGA	TH
CONGO (Brazzaville or Kinshasa)	CX	(including Madagascar)	TRINIDAD and TOBAGO	TT
COSTA RICA	CR	MALAWI	TRUCIAL STATES	TC
CUBA	CC	MALAYSIA	TUNISIA	TU
CYPRUS	CS	MALDIVES	TURKEY	TY
CZECHOSLOVAKIA	CK	MALI		
		MALTA	UGANDA	UG
DAHOMEY	DH	MAURITANIA	UNITED ARAB REPUBLIC	UA
DENMARK	DK	MEXICO (not for POB)	UNITED KINGDOM	
DOMINICA	DM	MONACO	(see EN, SS, WL, or NI)	
DOMINICAN REPUBLIC	DR	MONGOLIA	UNITED STATES OF AMERICA	USA
		MORROCO	UPPER VOLTA	UV
EAST GERMANY/EAST BERLIN	EM		URUGUAY	UY
ECUADOR	EU	NAMIBIA (See SJ)	USSR	SX
EGYPT	EY	NAURU		
EL SALVADOR	EL	NEPAL	VENEZUELA	VZ
ENGLAND	EN	NETHERLANDS	VIETNAM	VM
EQUATORIAL GUINEA	EK	NEW CALEDONIA		
ESTONIA	ES	NEW ZEALAND	WALES	WL
ETHIOPIA	ET	NIGER	WEST GERMANY/WEST BERLIN	WG
		NIGERIA	WEST INDIES	WN
FUJI ISLANDS	FJ	NORTHERN IRELAND	WESTERN SAMOA	WS
FINLAND	FK	NORWAY		
FRANCE	FN		YEMEN	YE
		PAKISTAN	YUGOSLAVIA	YG
GABON	GB	PANAMA		
GAMBIA		PARAGUA	ZAMBIA	ZM
GERMANY (see EM and WG)	GE	PERU		
GHANA	GG	PHILIPPINES	ALL OTHERS	YY

## **Appendix G**

### **PSIP Requester Tips**

#### **PSIP Initiation Tab**

- Personnel Reliability Program (PRP) "No BSAT" should be selected for individuals who have access to sites containing PRP information, but who do not handle this information directly (Ex: A janitorial position).
- IT Levels: If a person is not sitting in a position with an IT designation, select "None".
- MBI and BI PSI requests can be submitted for civilians requiring a position sensitivity level of 5 or 6 or contractors with the requirement of a MBI or BI written into their contract. The justification for the MBI or BI must be provided in the Comments box when initiating the PSI request. If no justification is provided this will delay the processing of the PSI request and may result in the request being terminated.

#### **PSIP Identification Tab**

- Date of Birth format should always be **MM/DD/YYYY**
- Do not list the Subject's city of birth as "Unknown" and do not list the country of birth as the city of birth. (This information is used for the Subject's initial login to e-QIP; if it is entered incorrectly, the Subject may not be able to access the e-QIP site).

#### **PSIP Documents Tab**

- Ensure dates of employment and complete street addresses for employment and attendance dates and complete street addresses of education are provided for entries listed on the Resume.
- If any question, 9 through 15 is answered "Yes" on the OF306, ensure complete information is provided in section 16.

#### **PSIP Comments Tab**

- Verify if there has been a two year break in Federal service (including contractor, civilian, and military employments). Note the date of separation in the comment section of PSIP investigation request.
- Verify if the Subject has had 5 years continuous Federal Civilian Service to present date and enter date in the comment box in PSIP.

#### **Additional Documentation**

- If a Subject's e-QIP forms are returned for corrections the investigation request number changes and a new Certification (CER) signature page with new investigation number is required.
- Verify the date signed on all signature pages is accurate.
- Verify any write-over/corrections on signature pages are initialed and dated.
- If you make any changes to the Subject's documentation, you must submit the FIPC 391. The FIPC 391 can be found in the PSIP Reference Tab.

## Appendix H

### Links and Additional Resources

- Personnel Security Investigation Portal  
<https://www.psip.army.mil>
- Position Designation Tool  
<http://www.opm.gov/investigate/events/apdtt.aspx>
- Central Clearance Facility  
<http://www.inscom.army.mil/MSC/CCF.aspx>
- Office of Personnel Management  
<http://www.opm.gov/investigate/index.aspx>
- e-QIP Sign & Release guidance:  
[https://stepp.dss.mil/courseware/sf86\\_2010/content/filling\\_release.htm](https://stepp.dss.mil/courseware/sf86_2010/content/filling_release.htm)
- AIES Website  
<http://www.dami.army.pentagon.mil/site/aies/>
- DSS Website  
<http://www.dss.mil/>
- DoD 5200.2-R Personnel Security Program  
<http://www.dtic.mil/whs/directives/corres/pdf/520002r.pdf>
- AR380-67 Personnel Security Program  
[http://armypubs.army.mil/epubs/pdf/R380\\_67.PDF](http://armypubs.army.mil/epubs/pdf/R380_67.PDF)
- 5CFR731 Suitability  
<http://ecfr.gpoaccess.gov/cgi/t/text/text-idx?c=ecfr&rgn=div5&view=text&node=5:2.0.1.1.7&idno=5>
- 5CFR732 National Security Positions  
[http://ecfr.gpoaccess.gov/cgi/t/text/text-idx?c=ecfr&tpl=/ecfrbrowse/Title05/5cfr732\\_main\\_02.tpl](http://ecfr.gpoaccess.gov/cgi/t/text/text-idx?c=ecfr&tpl=/ecfrbrowse/Title05/5cfr732_main_02.tpl)
- E.O. 12968 Access to Classified Information  
<http://www.fas.org/sgp/clinton/eo12968.html>
- E.O. 13467 Reforming Processes Related to Suitability for Government Employment, Fitness for Contractor Employees, and Eligibility for Access to Classified National Security Information  
<http://www.fas.org/irp/offdocs/eo/eo-13467.htm>
- DTM-08-003 Next Generation Common Access Card (CAC) Implementation Guidance  
<http://www.dtic.mil/whs/directives/corres/pdf/DTM-08-003.pdf>
- AR\_215\_3 Non-appropriated Funds  
<http://www.apd.army.mil/>

## **Appendix I**

### **Agency Interaction with OPM – SONs and SOIs**

#### **Submitting Office Number (SON)**

OPM-FIPC assigns a unique four-character alphanumeric code, known as the Submitting Office Number (SON), to each office that requests investigations from OPM. The SON identifies the office that initiates the investigation and is recorded in the appropriate Agency Use Block (AUB) of the SF 85, SF 85P, SF 85PS and SF 86. To obtain an SON from OPM-FIPC, complete a PIPS 12 form (obtainable from the FIPC Telephone Liaison at 724-794-5228). Agencies are required to keep the contact information for their SON current and accurate.

Submitting offices may have multiple SONs. Everyone authorized by the head of the Submitting Office can use the SON to obtain information on the case status of a background investigation from the OPM-FIPC, provided the caller can answer the questions asked by Telephone Liaison. SII data is not available to the SON; only the SOI can obtain a SII search.

#### **Security Office Identifier (SOI)**

An agency's Security Office is responsible for receiving completed investigation reports from OPM-FIS, controlling the agency's cases, and making the suitability and security determinations on subjects of investigation. The security office is also responsible for completing a variety of investigative forms.

Each Security Office is issued a unique alphanumeric four-character identifier from OPM-FIPC, the Security Office Identifier (SOI), which is used to identify the appropriate agency official who will receive case results, data, or other information from OPM. Security offices designate security office employees who may contact OPM-FIPC to obtain detailed information about a case. Only these "Authorized Contacts" approved by OPM may obtain detailed case information. The authorized contacts must be able to answer questions posed by Telephone Liaison before information will be provided.

Each Security Office provides OPM with an official mailing address, contact information, and an approved list of employees authorized to request information about agency cases in process. The SOI should update this list regularly. Approved employees are the only individuals who may receive information by telephone. Contact Telephone Liaison at 724-794-5228 to obtain the PSIPS 11 form used for obtaining an SOI and updating the SOI contact information.

Agency security officers must have a favorable determination based on the results of at least a Background Investigation (BI). All persons assigned adjudicative responsibility must be familiar with the laws and regulations governing suitability adjudications. Each Adjudicator must have been subject to a favorable determination based on the results of at least a BI. Agencies must ensure at least one or two individuals in an Adjudications Office have has a Single Scope Background Investigation (SSBI) in case classified material at the Top Secret level is included in a file. For SII access, the minimum level is an Access National Agency Check with Inquiries (ANACI) or equivalent, with National Agency Check with Law and Credit (NACLC) or equivalent reinvestigation every 10 years.

When submitting investigation requests to OPM, the SOI may also be used in the OSN block of the standard form is the SOI and SON are the same office.

**FIPC Telephone Liaison for SON and SOI Authorized Contacts**

Depending on whether an individual is with the SON or SOI, the following information can be provided by the FIPC Telephone Liaison: 724-794-5228. When calling Telephone Liaison, please have necessary verifying information.

Requested Information	Authorized SON Contacts	Authorized SOI Contacts
Ability to ask questions regarding case papers, fingerprints, and reprints	X	X
Receive current status of investigation	X	X
Receive expected completion date	X	X
Authority to discontinue a case (not available via PIPS)	X	X
Receive SII search results		X
Receive NAC search results		X
Access to a Reviewer for case specific information		X
Receive types of issues in case		X
Receive pending items in case		X

NOTE: If the agency has PIPS access, the above information can be obtained electronically utilizing the PIPS agency menu.